



# SWAT

Danville • Lafayette • Moraga • Orinda • San Ramon & the County of Contra Costa

## SOUTHWEST AREA TRANSPORTATION COMMITTEE

### MEETING AGENDA

**Monday, July 10, 2023**

**3:00 p.m.**

City of Orinda, City Hall  
Sarge Littlehale Community Room  
22 Orinda Way, Orinda, CA 94563

*Any document provided to a majority of the members of the Southwest Area Transportation Committee (SWAT) regarding any item on this agenda will be made available for public inspection at the meeting and at the San Ramon City Hall, 7000 Bollinger Canyon Road, San Ramon, CA during normal business hours.*

#### 1. CONVENE MEETING/SELF INTRODUCTION

#### 2. PUBLIC COMMENT

Members of the public are invited to address the Committee regarding any item that is not listed on the agenda. *(Please complete a speaker card in advance of the meeting and hand it to a member of the staff)*

#### 3. BOARD MEMBER COMMENT

#### 4. ADMINISTRATIVE ITEMS

#### 5. CONSENT CALENDAR

**5.A Approval of Minutes:** SWAT Meeting Minutes of March 6, 2023.

End of Consent Calendar

#### 6. REGULAR AGENDA ITEMS

**6.A Receive** update on the OBAG 3 Countywide Safe Routes to School (SRTS) Non-Infrastructure Project local match contributions; by Chris Weeks, Transportation Division Manager, City of San Ramon/SWAT Administrator *(Attachment - No Action Required)*

**6.B Appoint** new South County SWAT Representative to the Contra Costa Transportation Authority for terms through January 31, 2024; by Chris Weeks, Transportation Division Manager, City of San Ramon/SWAT Administrator *(Attachment – Action Required)*

**6.C Approval** of the SWAT Administrative Services Memorandum of Understanding (MOU) with the City of San Ramon for FY 2023/2024; by Chris Weeks, Transportation Division Manager, City of San Ramon/SWAT Administrator *(Attachment – Action Required)*

**7. WRITTEN COMMUNICATIONS** (*Attachments – Action as determined necessary*)

- SWAT Meeting Summary – March 6, 2023
- TRANSPAC Meeting Summary – March 9, 2023
- CCTA Board Meeting Summary – March 15, 2023
- TRANSPAC Meeting Summary – April 13, 2023
- CCTA Board Meeting Summary – April 19, 2023
- TRANSPAC Meeting Summary – May 11, 2023
- CCTA Board Meeting Summary – May 17, 2023
- TRANSPAC Meeting Summary – June 8, 2023

**8. DISCUSSION**

Next Agenda

**9. ADJOURNMENT**

Monday, August 7, 2023 - 3:00 p.m., City of Orinda City Hall, Sarge Littlehale Community Room, 22 Orinda Way, Orinda 94563

The SWAT Committee will provide reasonable accommodation for persons with disabilities planning to participate in SWAT monthly meetings. Please contact Chris Weeks at least 48 hours before the meeting at (925) 973-2547 or [cweeks@sanramon.ca.gov](mailto:cweeks@sanramon.ca.gov)

Agendas, minutes, and other information regarding this committee can be found at: <https://swatcommittee.org/>

**AGENDA ITEM 5.A**



# SWAT

Danville • Lafayette • Moraga • Orinda • San Ramon & the County of Contra Costa

## SUMMARY MINUTES March 6, 2023 – 3:00 p.m.

City of Orinda, City Hall  
Sarge Littlehale Community Room  
22 Orinda Way, Orinda, CA

**Committee members present:** Darlene Gee, City of Orinda (Chair); Renata Sos, Town of Moraga (Vice Chair); Teresa Gerringer, City of Lafayette; Sridhar Verose, City of San Ramon; Candace Andersen, Contra Costa County; Karen Stepper, Town of Danville

**Committee members absent:** Dave Hudson, City of San Ramon

**Staff members present:** Sivakumar Natarajan, City of Orinda; Robert Sarmiento, Contra Costa County; Darlene Amaral, City of San Ramon; Chris Weeks, City of San Ramon; Andy Dillard, Town of Danville; Adam Cleary, Town of Danville; Patrick Golier, City of Lafayette

**Others present:** Melody Reeb, County Connection; Celestine Do, BART; John Hoang, CCTA; David Early, PlaceWorks; Torina Wilson, PlaceWorks; Stella Wotherspoon, Public; Jenifer Paul, Public

1. **CONVENE MEETING/SELF INTRODUCTIONS:** Meeting called to order by Chair Stepper at 3:00 p.m.
2. **PUBLIC COMMENT**
3. **BOARD MEMBER COMMENT**
4. **ADMINISTRATIVE ITEMS**
5. **CONSENT CALENDAR:**
  - 5.A **Approval of Minutes:** SWAT Meeting of January 30, 2023  
**ACTION: APPROVED** – Andersen/Stepper/unanimous  
End of Consent Calendar
6. **REGULAR AGENDA ITEMS:**
  - 6.A **Review and Approve** the Draft Lamorinda Action Plan and the Draft Tri-Valley Action Plan and forward to CCTA for incorporation in to the Draft Countywide Transportation Plan (CTP)

John Hoang, CCTA introduced this time. Mr. Hoang provide a brief background and introduced David Early from PlaceWorks for the presentation.

Mr. Early mentioned that each of the Action Plans have twelve chapters.

- Chapter 1: Introduction
- Chapter 2: Current Conditions, Trends, and Travel Patterns
- Chapter 3: Vision , Goals, and Policies
- Chapter 4: Routes of Regional Significance
- Chapter 5: Transit
- Chapter 6: Active Transportation
- Chapter 7: Roadways
- Chapter 8: Safety
- Chapter 9: Climate Change
- Chapter 10: Innovation and Technology
- Chapter 11: Financial Outlook
- Chapter 12: Procedures for Notification, Review, and Monitoring

Mr. Early also went over the next steps and recommendation for the Action Plan Adoption.

- Step 1: RTPC TAC reviews the Draft Action Plan and forwards to the Policy Board
  - TVTC TAC January 6<sup>th</sup>
  - LPMC TAC January 18<sup>th</sup>
  - SWAT TAC January 18<sup>th</sup>
  - LPMC TAC February 15<sup>th</sup>
- Step 2: Publication of Public Review Draft Action Plan
- Step 3: RTPC Policy Board approves the Draft Action Plan and forwards to CCTA for incorporation into the Draft Countywide Transportation Plan (CTP)
  - TVTC Board January 23<sup>rd</sup>
  - LPMC Committee March 6<sup>th</sup>
  - SWAT Committee March 6<sup>th</sup>
- Step 4: CCTA Planning Committee and Board accept the Draft Action Plans (April 2023)
- Step 5: Preparation of the Draft CTP (including all five Actions Plans appended) followed by public review and adoption by the CCTA Board (late 2023 to early 2024)
- Step 6: RTPC Policy Boards formally adopt the Action Plans (early 2024)

The Recommendation to SWAT is to *Review and approve the Draft Lamorinda Action Plan and the Draft Tri-Valley Action Plan and make a recommendation that CCTA incorporate the Action Plans into the DRAFT CTP. Final adoption of the Action Plan will occur after the CTP Update is adopted.*

During the LPMC Committee meeting held today at 1pm prior to this SWAT meeting, there were three changes to the Lamorinda Action Plan.

1. Add mention of schools to Goal #4.

2. Change the target for the intersection of Pleasant Hill Road/Deer Hill Road to be volume to capacity (V/C) and cite the actual V/C ratio so the target is clear and able to be tracked.
3. Add language that reiterates that local jurisdiction General Plan take precedence over the Action Plan in cases where there is a discrepancy.

**ACTION: APPROVED** – Andersen/Gerringer/unanimous

- 6.B Appoint** new Lamorinda SWAT alternate representative to Contra Costa Transportation Authority for a two-year term through January 31, 2025.

At the January 30, 2023 SWAT meeting, SWAT appointed City of Lafayette representative, Teresa Gerringer, as the Lamorinda SWAT alternate to the Contra Costa Transportation Authority (CCTA) for a two-year term through January 31, 2025.

Due to the Lamorinda Program Management Committee (LPMC) rotation, the next CCTA appointment should go to the City of Orinda. SWAT appointed City of Orinda representative, Darlene Gee, as the new Lamorinda SWAT alternate to CCTA through January 31, 2025.

**ACTION: APPROVED** – Gerringer/Andersen/unanimous

7. **WRITTEN COMMUNICATIONS:** The following written communication items were made available:

- CCTA Board Meeting Summary – January 18, 2023
- SWAT Meeting Summary – January 30, 2023
- TRANSPAC Meeting Summary – February 9, 2023
- CCTA Board Meeting Summary – February 15, 2023

**ACTION:** Informational Items Only – No action required

8. **DISCUSSION:** Next Agenda

9. **ADJOURNMENT:** to Monday, April 3, 2023 at 3:00 p.m.– City of Orinda, City Hall, Sarge Littlehale Community Room, 22 Orinda Way, Orinda, CA 94563

**ACTION:** Meeting adjourned by Chair Gee at 3:33 p.m.

**Staff Contact:**

Chris Weeks, SWAT Administrator  
City of San Ramon  
P (925) 973-2547  
Email address: [cweeks@sanramon.ca.gov](mailto:cweeks@sanramon.ca.gov)

**Alternate Staff Contact:**

Darlene Amaral, SWAT Administrative/TDM Staff  
City of San Ramon  
P (925) 973-2655  
Email address: [damaral@sanramon.ca.gov](mailto:damaral@sanramon.ca.gov)

**AGENDA ITEM 6.A**



# SWAT

Danville • Lafayette • Moraga • Orinda • San Ramon & the County of Contra Costa

**DATE:** June 5, 2023

**TO:** Southwest Area Transportation Committee (SWAT)

**FROM:** SWAT Technical Advisory Committee (TAC)

**SUBJECT:** Receive update on the OBAG 3 Countywide Safe Routes to School (SRTS) Non-Infrastructure Project local match contributions

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## BACKGROUND

The Contra Costa Transportation Authority (CCTA) applied for the third phase of the One Bay Area Grant (OBAG 3) funds to assist in the provision of a countywide Safe Routes to School Bicycle and Pedestrian Safety Education and Promotions Project. The MTC awarded the CCTA with \$3,665,000 in STP funds with a match of \$689,226. Project implementation is scheduled for early 2024 and is a four-year project.

The 511 Contra Costa SWAT Transportation Demand Management (TDM) Program will be utilizing \$165,475 of Measure J funding that was not spent during COVID-19 pandemic, that was rolled over from fiscal year 21/22, to provide all required local match funds to qualify for the recently awarded OBAG 3 grant. This will fund Street Smarts programs throughout the region including San Ramon Valley Street Smarts and the Lamorinda Street Smarts programs. Of the total local match, \$116,246 will be used as a match to the project lead by San Ramon Valley Street Smarts Program, and \$49,211 will be used as a match in the Lamorinda program, provided by Street Smarts Diablo.

The Contra Costa Countywide Safe Routes to School Program will expand upon three subregional programs known as Street Smarts Diablo Region (SSDR), Street Smarts San Ramon Valley Program (SSSRVP), and Contra Costa Health Services (CCHS) Safe Routes to School Program to offer bicycle and pedestrian safety awareness education and encouragement to include every K-12 public school in Contra Costa County. The program will be available to serve all 170,000 students attending each of the 274 elementary, middle, and high schools within Contra Costa County's 18 school districts. The program will be offered annually to all schools.

The current Safe Routes to School Programs implement various bicycle and pedestrian safety awareness, education and encouragement programs tailored to the subregion, age, and other characteristics of the communities they serve such



as language, educational attainment, and cultural background. While many of the programs are offered during school hours with a specific curriculum, other programs are offered after school on a voluntary basis with the support of the community including parents, students, school staff, and local law enforcement. In addition, community safe driving awareness campaigns include community-designed banners with safety messages, and community events held on weekends and weeknights.

Currently, there are 133 schools that receive some level of bicycling and pedestrian safety education. However, with OBAG grant funds an additional 141 schools will begin receiving bicycle and pedestrian safety awareness or encouragement programs. This OBAG grant will allow the existing programs to expand their reach to ensure all K-12 bicycle and pedestrian safety education is provided in a similar fashion to all public schools countywide.

## **RECOMMEDATION**

Ying Smith, CCTA Director of Mobility Programs, will provide an overview of the components of the matching funds calculations and answer any questions. This is an informational item only; no action is required at this time.

## **NEXT STEPS**

The City of San Ramon and CCTA will draft and execute a Cooperative Agreement to coordinate the distribution of grant funds.

### **Staff Contact:**

Chris Weeks, SWAT Administrator  
Phone: (925) 973-2547  
Email: [cweeks@sanramon.ca.gov](mailto:cweeks@sanramon.ca.gov)

**AGENDA ITEM 6.B**



# SWAT

Danville • Lafayette • Moraga • Orinda • San Ramon & the County of Contra Costa

**DATE:** July 10, 2023

**TO:** Southwest Area Transportation Committee (SWAT)

**FROM:** SWAT Technical Advisory Committee (TAC)

**SUBJECT:** Appoint new South County SWAT Representative to the Contra Costa Transportation Authority for terms through January 31, 2024

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## BACKGROUND

The SWAT representative to the Contra Costa Transportation Authority (CCTA), from the San Ramon Valley, is rotated between the jurisdictions of San Ramon and Danville. Currently, the San Ramon representative, Dave Hudson, is serving a two-year term through January 31, 2024.

Mayor Dave Hudson, is unable to continue to serve as the South County SWAT representative to the Contra Costa Transportation Authority for his current term through January 31, 2024 due to personal issues. At the June 13, 2023 City of San Ramon Council meeting, Mayor Hudson appointed Councilmember Scott Perkins as the primary representative to SWAT, representing San Ramon on the Southwest Area Transportation Committee and to the Contra Costa Transportation Authority.

## RECOMMENDATION

The SWAT TAC recommends SWAT approve, Councilmember Scott Perkins as the new South County SWAT representative to the Contra Costa Transportation Authority for the current term through January 31, 2024.

### Staff Contact:

Chris Weeks, SWAT Administrator  
Phone: (925) 973-2547  
Email: [cweeks@sanramon.ca.gov](mailto:cweeks@sanramon.ca.gov)

**AGENDA ITEM 6.C**



# SWAT

Danville • Lafayette • Moraga • Orinda • San Ramon & the County of Contra Costa

**DATE:** July 10, 2023  
**TO:** Southwest Area Transportation Committee (SWAT)  
**FROM:** SWAT Technical Advisory Committee (TAC)  
**SUBJECT:** SWAT Administrative Services FY 2023-2024

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## BACKGROUND

On July 1, 2015, SWAT and the City of San Ramon entered into a Memorandum of Understanding (MOU) for SWAT administrative services. Subsequently, the City of San Ramon has served as the SWAT Administrative staff since July 1, 2015. The current MOU between SWAT and the City of San Ramon expired on June 30, 2023.

The City of San Ramon is prepared to provide SWAT Administrative Services effective July 1, 2023, through June 30, 2024. Therefore, the City has prepared a MOU for a term effective July 1, 2023, through June 30, 2024. The MOU reflects San Ramon’s desire to provide “Basic Administrative Services” in the amount of \$6,455.83 per agency, for a grand total of \$38,735. Please note that this is an increase of up to \$839.17 per agency, for a grand total of up to \$5,035 from previous year.

This MOU also includes a “Supplemental Services” of Ten Thousand Dollars \$10,000, to be drawn down on an as-need basis, for the ongoing SWAT website (administration, WordPress hosting and maintenance, and domain service fees) and any additional maintenance or website updates will be provided at \$250.00 per hour by Blink Tag. Administrative services above and beyond the 10 SWAT TAC and 10 SWAT meetings outlined in Section 3A(i) of the MOU, will be provided by the hour per the SWAT Administrators current hourly rate.

## RECOMMEDATION

The SWAT TAC recommends SWAT Authorize the SWAT Chair and SWAT Vice Chair to execute a Memorandum of Understanding (MOU) between SWAT and the City of San Ramon for SWAT Administrative Services effective July 1, 2023, through June 30, 2024, for the Basic Administrative Services in the amount of \$38,735, and the Supplemental Services, to be drawn down on an as need basis, in the amount of \$10,000.

## ATTACHMENT

Draft City of San Ramon MOU for SWAT Administrative Services for Fiscal Year July 1, 2023, through June 30, 2024.

**Staff Contact:**

Chris Weeks, SWAT Administrator

Phone: (925) 973-2547

Email: [cweeks@sanramon.ca.gov](mailto:cweeks@sanramon.ca.gov)

## MEMORANDUM OF UNDERSTANDING

**THIS MEMORANDUM OF UNDERSTANDING (MOU)** is entered into as of the \_\_\_, day of \_\_\_\_\_, by and between the Southwest Area Transportation (SWAT) Committee, therein called the “SWAT Committee,” and City of San Ramon herein called the “City,”

### RECITALS

WHEREAS, the SWAT Committee is a Regional Transportation Planning Committee (RTPC) of the Contra Costa Transportation Authority (CCTA); and

WHEREAS, the SWAT Committee consists of the communities of the southwest Contra Costa County area including Danville, Lafayette, Moraga, Orinda, San Ramon, and the unincorporated areas of Contra Costa County in the southwest area; and

WHEREAS, the SWAT Committee desires to retain the City for services related to the Southwest Area Transportation Committee administration and activities; and

WHEREAS, the SWAT Committee authorized the SWAT Chair and Vice Chair to review and execute this contract at its July 10, 2023 meeting.

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

1. **Scope of Services:** The City shall provide administrative services, as set out in the Administrative Services Proposal - Scope of Work, attached thereto as Exhibit A and incorporated herein by reference.
2. **Time of Performance:** The services of the City are to commence on July 1, 2023 following the execution of this Memorandum of Understanding (MOU) and to be completed by June 30, 2024 (defined as the “Contract Service Year”) as approved at the July 10, 2023 SWAT Committee Meeting.
3. **Compensation and Method of Payment:**
  - A. **Compensation:** The compensation to be paid to the City shall be at the rate and schedule of payment as set forth in Exhibit A, which is attached hereto and incorporated herein.
    - i. ***Basic Administrative Services:*** Not-to-exceed cost of Thirty-eight Thousand Seven Hundred and Thirty-Five Dollars (\$38,735) for Basic Administrative Services, based on a historic average of 10 SWAT meetings and 10 SWAT TAC meetings per year, which includes the cost of labor, materials, and supplies.
    - ii. ***Supplemental Services:*** Appropriation of Ten Thousand Dollars (\$10,000.00), to be drawn down on an as-need basis, for the ongoing SWAT website

(administration, WordPress hosting and maintenance, and domain service fees) and any additional on call website updates will be provided at \$250.00 per hour by Blink Tag. Additional, administrative services above and beyond the 10 SWAT TAC and 10 SWAT meetings outlined in Section 3A(i) above, and for tasks outlined in the Supplemental Services section of Exhibit A will be provided by the hour per the SWAT Administrators current hourly rate.

- iii. In no event shall City's compensation exceed Thirty-eight Thousand Seven Hundred and Thirty-Five Dollars (\$38,735.00) for Basic Administrative Services and Ten Thousand Dollars (\$10,000.00), to be drawn down on an as-need basis, for Supplemental Services during the Contract Service Year (for both labor and direct costs), without additional authorization from the SWAT Committee. Payment by SWAT Committee under this MOU shall not be deemed a waiver of defects, even if such defects were known to the SWAT Committee at the time of payment. The SWAT Committee shall not compensate for mileage and travel time.

B. Method of Payment:

- i. **Basic Administrative Services:** As a condition precedent to any payment to City under this MOU, City shall submit an invoice to the SWAT Committee's designated Fiscal Agent, or each of the SWAT agencies, at the beginning of the Contract Service Year, for basic administrative services. The cost of services shall be split among the six jurisdictions, on an equal pro-rata basis.
- ii. **Supplemental Services:** As a condition precedent to any payment to City under this Agreement, City shall submit an invoice to the SWAT Committee's designated Fiscal Agent, or each of the SWAT agencies, for any supplemental administrative services provided at the end of the Contract Service Year. This invoice shall detail the hourly rate (inclusive of labor, materials, supplies and postage), itemize the tasks associated with the expenditure of staff time, and shall include the remaining balance of the annual supplemental services appropriation. The cost of services shall be split among the six jurisdictions, on an equal pro-rata basis.
- iii. **Timing of Payment:** Each of the SWAT jurisdictions shall pay the SWAT Committee's designated Fiscal Agent for services rendered hereunder in accordance with SWAT's approval. Payment shall be made to the Fiscal Agent within thirty (30) business days after receipt of the annual invoice. The SWAT Committee's designated Fiscal Agent shall pay the City for the full cost of services within fifteen (15) business days after of receipt of payment from the SWAT jurisdictions.

4. Termination of MOU:

- A. This MOU shall be valid until the end of the Contract Service Year. However, all obligations hereunder may be terminated at any time, with or without cause, by the



SWAT Committee upon ten (10) calendar days' written notice to the other party.

- B. The SWAT Committee may terminate this MOU with cause immediately upon written notice.
  - C. In the event termination is without cause, City shall be entitled to any compensation owed up to the time of such termination, it being understood that any payments are full compensation for services rendered prior to the time of payments. City shall be entitled to compensation for work in progress at the time of termination.
  - D. During the term of this MOU, the City may terminate this MOU for any reason by providing the SWAT Committee with 30 calendar days' written notice.
5. **MOU Renewal:** Sixty (60) calendar days prior to the end of the contract period, City shall provide written notice to the SWAT Committee of the City's desire to extend the term of this MOU.
6. **Amendment:** This MOU constitutes the complete and exclusive statement of the MOU to SWAT Committee and City. It may be amended or extended from time to time by written agreement of the parties hereto.
7. **Time of the Essence:** Time is of the essence with this MOU.
8. **Written Notification:** Any notice, demand, request, consent, approval, or communications that either party desires or is required to give to the other party shall be in writing and either served personally or sent by prepaid, First-Class mail. Any such notice, demand, etc., shall be addressed to the other party at the address set forth herein below. Either party may change its address by notifying the other party of the change of address. Notice shall be deemed communicated within forty-eight (48) hours from the time of mailing if mailed as provided in this section.
- If to SWAT Committee: SWAT Chair  
C/o City of Lafayette, SWAT Fiscal Agent  
3675 Mt. Diablo Boulevard, Suite 210  
Lafayette, CA 94549
- If to City: City of San Ramon  
C/o Transportation Division Manager  
7000 Bollinger Canyon Road  
San Ramon, CA 94583
9. **Signatures and Counterparts:** This Agreement may be entered into by the Parties by signing any one or more counterparts, all of which shall constitute one and the same instrument. It is understood and agreed that this Agreement shall become effective and binding when one or more counterparts have been executed by each party and delivered to

each other party. Additionally, facsimile, and scanned signatures shall be binding the same as originals.

*Signatures on the following page.*

DRAFT

IN WITNESS WHEREOF, the SWAT Committee and the City of San Ramon have executed this MOU as of the date first above written.

SOUTHWEST AREA TRANSPORTATION  
COMMITTEE

CITY OF SAN RAMON

By: \_\_\_\_\_  
Darlene Gee, SWAT Chair

By: \_\_\_\_\_  
Steven Spedowski, City Manager

By: \_\_\_\_\_  
Renata Sos, SWAT Vice Chair

The foregoing MOU has been reviewed and approval is recommended:

By: \_\_\_\_\_  
Maria Fierner, P.E.  
Public Works Department Director

APPROVED AS TO FORM

By: \_\_\_\_\_  
Martin Lysons, City Attorney

ATTEST

By: \_\_\_\_\_  
Christina Franco, City Clerk

DRAFT

**EXHIBIT A**  
Southwest Area Transportation Committee  
Administrative Services Proposal – Scope of Work

**Basic Administrative Services** **\$38,735.00**

This is a not-to-exceed structure for basic administrative services, based on a historic average of 10 SWAT meetings and 10 SWAT TAC meetings per year. These services would be split among the six jurisdictions, on an equal pro-rata share basis, and invoiced at the beginning of the fiscal year.

1. Agenda Packet Preparation: Work with CCTA and SWAT TAC to coordinate agenda items, assemble agenda, post agenda and upload onto SWAT website.
2. SWAT TAC Meetings: Attend and facilitate SWAT TAC Meetings.
3. SWAT Meetings: Attend and assist Chair in facilitation of SWAT Meetings.
4. SWAT Summary Minutes and Correspondences: Generate summary minutes of SWAT meeting, generate follow-up correspondences as necessary and appropriate in coordination with the Chair and the SWAT TAC.
5. General Administration: Correspond with CCTA, Chair, and SWAT TAC as necessary and appropriate, serve as direct contact for SWAT, maintain all SWAT files and documentation, respond to inquiries and requests of SWAT, and refer public and agencies to appropriate individual or agency if inquiries extend beyond the realm of an administrative nature.

**Supplemental Services** **\$10,000.00**

SWAT Website administration, WordPress hosting and maintenance, and domain service fees.

- WordPress Hosting \$300.00 (1 year)
- WordPress Maintenance \$1,800.00 (1year)
- Domain Renewal \$20.00 (1 year)
- Any additional website maintenance will be provided by Blink Tag on an as needed basis for an hourly rate of \$250.00.

Additional administrative services above and beyond the 10 SWAT TAC and 10 SWAT meetings outlined in Section 3A(i).

- Will be provided by the hour at the SWAT Administrators current hourly rate.

**AGENDA ITEM 7**



# SWAT

Danville • Lafayette • Moraga • Orinda • San Ramon & the County of Contra Costa

March 13, 2023

Mr. Tim Haile, Executive Director  
Contra Costa Transportation Authority  
2999 Oak Road, Suite 100  
Walnut Creek, CA 94597

**RE: SWAT Meeting Summary Report for March 6<sup>th</sup>, 2023**

Dear Mr. Haile:

The Southwest Area Transportation Committee ("SWAT") met Monday, March 6, 2023.

The following is a summary of the meeting and action items:

1. Approved the Draft Lamorinda Action Plan with three changes, and the Draft Tri-Valley Action Plan without changes and forwarded them to CCTA for incorporation into the DRAFT Countywide Transportation Plan (CTP). The three changes to Lamorinda Action Plan are the same three added by Lamorinda Program Management Committee held at 1pm the same day prior to SWAT.
  - Add mention of schools to Goal #4.
  - Change the target for the intersection of Pleasant Hill Road/Deer Hill Road to be V/C and cite the actual V/C ratio so the target is clear and able to be tracked.
  - Add language that reiterates that local jurisdiction General Plans take precedence over the Action Plan in cases where there is a discrepancy.
2. Appointed new Lamorinda SWAT alternate representative to CCTA for a new term running through January 31, 2025

Please contact me at (925) 973-2547 Desk, (925) 678-4955 Cell, or email [cweeks@sanramon.ca.gov](mailto:cweeks@sanramon.ca.gov), if you need more information.

Regards,

A handwritten signature in black ink, appearing to read "Chris Weeks".

Chris Weeks  
San Ramon Transportation Division Manager  
SWAT Administrator

Cc: SWAT;SWAT TAC; Hisham Noemi ,CCTA; Stephanie Hu, CCTA; Matt Kelly, CCTA; John Hoang, CCTA; Matt Todd, TRANSPAC; Tiffany Gephart,TRANSPAC; John Nemeth, WCCTAC; Robert Sarmiento, TRANSPLAN

**TRANSPAC**  
**Transportation Partnership and Cooperation**  
Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek and Contra Costa County  
1211 Newell Avenue, Suite 200  
Walnut Creek, CA 94596  
(925) 937-0980

March 9, 2023

Timothy Haile  
Executive Director  
Contra Costa Transportation Authority  
2999 Oak Road, Suite 100  
Walnut Creek, CA 94597

**RE: Status Letter for TRANSPAC Meeting – March 9, 2023**

Dear Mr. Haile:

The TRANSPAC Committee met on March 9, 2023. The following is a summary of the meeting and action items:

1. Approved the continuation of remote teleconferencing meetings of the TRANSPAC Board and TAC through April 10, 2023, pursuant to Brown Act provisions under AB 361.
2. Appointed Jason Chen (Clayton), Saravana Suthanthira (Concord), and Smadar Boardman (Walnut Creek), as primary representatives and Ananthan Kanagasundaram (Pleasant Hill) as the alternate representative to the CCTA TCC for the term April 1, 2023 – March 31, 2025.
3. Appointed Saravana Suthanthira (Concord), and Ananthan Kanagasundaram (Pleasant Hill) as primary representatives and Abhishek Parikh (Concord), Ali Hatefi (Martinez) and Jaime Rodriguez (Pleasant Hill) as alternate representatives on the Innovate 680 TAC.
4. Accepted the Annual Financial Report as of June 30, 2022 and 2021 with Independent Auditors' Reports thereon.

Please contact me at (925) 937-0980, or email at [matt@graybowenscott.com](mailto:matt@graybowenscott.com) if you need additional information.

Sincerely,



Matthew Todd  
Managing Director

cc: TRANSPAC Representatives; TRANSPAC TAC and staff  
Matt Kelly and Hisham Noemi, CCTA Staff  
Robert Sarmiento, TRANSPLAN; Diane Burgis, Chair, TRANSPLAN  
Darlene Amaral, SWAT; Karen Stepper, Chair, SWAT  
John Nemeth, WCCTAC; Chris L Kelley, Chair, WCCTAC  
Tarienne Grover, CCTA Staff  
June Catalano, Diane Bentley (City of Pleasant Hill)

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# MEMORANDUM

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To: Matt Todd, TRANSPAC  
Chris Weeks, SWAT  
Robert Sarmiento, TRANSPLAN  
Sai Midididdi, TVTC  
John Nemeth, WCCTAC  
Sivakumar Natarajan, LPMC

From: Timothy Haile, Executive Director

Date: March 24, 2023

Re: Items of interest for circulation to the Regional Transportation Planning Committees (RTPCs)

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At its March 15, 2023 meeting, the Authority discussed the following items, which may be of interests to the Regional Transportation Planning Committees:

- A. Senate Bill 1 – Formulaic Local Partnership Program (LPP) Funds  
Programming for Countywide Smart Signals Project

**Recommendation:** Staff sought approval of Resolution 23-10-P, which would authorize staff to nominate the Countywide Smart Signals project for the Authority’s formulaic LPP funds – Cycle 4 share in the amount of \$2.498 million, and Resolution 23-11-P to confirm the Authority’s support for the project, which is required to program One Bay Area Grant – Cycle 3 funds.

*Action: The Authority Board approved Resolution 23-10-P, which would authorize staff to nominate the Countywide Smart Signals project for the Authority’s formulaic LPP funds – Cycle 4 share in the amount of \$2.498 million, and Resolution 23-11-P to confirm the Authority’s support for the project, which is required to program One Bay Area Grant – Cycle 3 funds.*



- B. Consider the Conduct for Meetings of the Legislative Bodies of the Authority for April 2023

**Recommendation:** Staff requested that the Authority Board, having reconsidered the circumstances, continue conducting hybrid meetings for the regular Authority Board meetings and remote meetings for all other legislative bodies of the Authority and special meetings of the Authority Board pursuant to the Brown Act provision exemptions of Assembly Bill 361 (AB361) and consistent with the Contra Costa Health Services' encouragement of online meetings and recommendations for social distancing for public meetings, to adhere to the 30-day reconsideration requirement of AB361.

*Action: The Authority Board authorized staff to continue conducting hybrid meetings for the regular Authority Board meetings and remote meetings for all other legislative bodies of the Authority and special meetings of the Authority Board pursuant to the Brown Act provision exemptions of AB361 and consistent with the Contra Costa Health Services' encouragement of online meetings and recommendations for social distancing for public meetings, to adhere to the 30-day reconsideration requirement of AB361.*

- C. Authorization to Execute Funding Agreement No. 629 with Eastern Contra Costa Transit Authority (ECCTA) to Provide Transportation Network Company (TNC) Access for All Funds (Access Funds) to Assist in the Purchase of Shuttles for Expansion of the Tri MyRide Services

**Recommendation:** Staff sought authorization for the Chair to execute Funding Agreement No. 629 with ECCTA in an amount not-to-exceed \$400,000, in TNC Access Funds, to assist with the purchase of Wheelchair-Accessible Vehicle shuttles to expand the Tri MyRide services, and to allow the Executive Director or designee to make any non-substantive changes to the language.

*Action: The Authority Board authorized the Chair to execute Funding Agreement No. 629 with ECCTA in an amount not-to-exceed \$400,000, in TNC Access Funds, to assist with the purchase of Wheelchair-Accessible Vehicle shuttles to expand the Tri MyRide services, and to allow the Executive Director or designee to make any non-substantive changes to the language.*

- D. Approval of the Town of Danville Calendar Years 2020 and 2021  
Measure J Growth Management Program (GMP) Compliance Checklist

**Recommendation:** Staff sought approval of the Town of Danville GMP Compliance Checklist and payment of \$910,154 in Fiscal Year (FY) 2021-22 Local Street Maintenance and Improvement funds to the Town of Danville, with a second (off-year) payment of FY 2022-23 funds on the one-year anniversary of the first payment.

*Action: The Authority Board approved the Town of Danville GMP Compliance Checklist and payment of \$910,154 in FY 2021-22 Local Street Maintenance and Improvement funds to the Town of Danville, with a second (off-year) payment of FY 2022-23 funds on the one-year anniversary of the first payment.*

- E. Legislative Update

**Recommendation:** Staff will provide an update on legislation, along with addressing any questions that may arise. The Authority may take action on any item presented in the attachment or any State or Federal legislation pertaining to the Authority's legislative program. Staff sought approval of an oppose position on Assembly Bill 316 (Aguiar-Curry).

*Action: The Authority Board authorized staff to take an oppose position on Assembly Bill 316 (Aguiar-Curry).*

- F. Adoption of a Publicly Available Pay Schedule for Fiscal Year (FY) 2022-23, Approval of Changes to Authorized Positions, and Approval to Amend the Authority's Salaries, Benefits, and Compensation Plan for July 1, 2021 through June 30, 2024

**Recommendation:** Staff sought approval of Resolution 21-35-A (Rev 2), which would amend the Authority's Salaries, Benefits, and Compensation Plan for July 1, 2021 through June 30, 2024, to: 1) add a Programs Manager classification at a salary range of \$10,881 to \$14,689 per month; 2) add a Contracts Manager classification at a salary range of \$9,619 to \$12,986 per month; 3) approve the associated salary ranges and classification specifications; 4) remove the Director, Programs classification; 5) reclassify 1.0 Fulltime Equivalent (FTE) from the Director, Programs classification to the

Programs Manager classification; 5) add 1.0 FTE for the Contracts Manager classification; and 6) add 1.0 FTE to the Administrative Assistant classification, which will result in an increase of FTE positions from 21 to 23.

*Action: The Authority Board approved Resolution 21-35-A (Rev 2), which will amend the Authority's Salaries, Benefits, and Compensation Plan for July 1, 2021 through June 30, 2024, to: 1) add a Programs Manager classification at a salary range of \$10,881 to \$14,689 per month; 2) add a Contracts Manager classification at a salary range of \$9,619 to \$12,986 per month; 3) approve the associated salary ranges and classification specifications; 4) remove the Director, Programs classification; 5) reclassify 1.0 Fulltime Equivalent (FTE) from the Director, Programs classification to the Programs Manager classification; 5) add 1.0 FTE for the Contracts Manager classification; and 6) add 1.0 FTE to the Administrative Assistant classification, which will result in an increase of FTE positions from 21 to 23.*

- G.** Approval of Resolution 23-06-A to Adopt an Americans with Disabilities Act of 1990 Reasonable Accommodations Policy (RAP) for all Legislative Body Meetings of the Authority and Reject the use of Assembly Bill 2449 (AB2449) Procedures for Legislative Body Members Participation Via Teleconference under "Just Cause" or "Emergency Circumstances"

**Recommendation:** Staff sought approval of Resolution 23-06-A, which would: 1) adopt a RAP for all Legislative Body meetings of the Authority; 2) reject the teleconferencing procedures provided for by AB2449, which would allow members of the Authority's Legislative Bodies to participate remotely via teleconference under "Just Cause" or "Emergency Circumstances"; and 3) provide approval for the Executive Director or designee to make changes to the RAP.

*Action: The Authority Board approved Resolution 23-06-A, which will: 1) adopt a RAP for all Legislative Body meetings of the Authority; 2) reject the teleconferencing procedures provided for by AB2449, which would allow members of the Authority's Legislative Bodies to participate remotely via teleconference under "Just Cause" or "Emergency Circumstances"; and 3) provide approval for the Executive Director or designee to make changes to the RAP.*

H. Review Strategy and Workplan to Advance the Authority

**Recommendation:** Staff sought input from the Authority Board on the Draft Workplan to advance the organization.

*Action: This was an informational item only; no staff recommendation at this time. The Authority Board provided input on the Draft Workplan to advance the organization.*

I. Contra Costa County Integrated Transit Plan (ITP) – Authorization to Execute Agreement No. 630 with Sam Schwartz Engineering, DPC (Sam Schwartz) to Prepare the Countywide ITP

**Recommendation:** Staff sought authorization for the Chair to execute Agreement No. 630 with Sam Schwartz in an amount not-to-exceed \$1,801,948, to prepare the ITP, and to allow the Executive Director or designee to make any non-substantive changes to the language.

*Action: The Authority Board authorized the Chair to execute Agreement No. 630 with Sam Schwartz in an amount not-to-exceed \$1,801,948, to prepare the ITP, and to allow the Executive Director or designee to make any non-substantive changes to the language.*

**TRANSPAC**  
**Transportation Partnership and Cooperation**  
Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek and Contra Costa County  
1211 Newell Avenue, Suite 200  
Walnut Creek, CA 94596  
(925) 937-0980

April 13, 2023

Timothy Haile  
Executive Director  
Contra Costa Transportation Authority  
2999 Oak Road, Suite 100  
Walnut Creek, CA 94597

**RE: Status Letter for TRANSPAC Meeting – April 13, 2023**

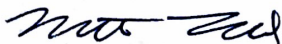
Dear Mr. Haile:

The TRANSPAC Committee met on April 13, 2023. The following is a summary of the meeting and action items:

1. Appointed Briana Byrne, representing the City of Walnut Creek, as the primary representative on the CCTA CBPAC for the term ending December 31, 2023.
2. Received information on the State Transportation Improvement Program Call for Projects.
3. Approved the continuation of remote teleconferencing meetings of the TRANSPAC Board and TAC through May 13, 2023, pursuant to Brown Act provisions under AB 361.
4. Discussed the TRANSPAC Work Plan for FY 2023/2024.
5. Received information on the State Route 239 project.
6. Received information on the 511 Contra Costa Program and upcoming events.

Please contact me at (925) 937-0980, or email at [matt@graybowenscott.com](mailto:matt@graybowenscott.com) if you need additional information.

Sincerely,



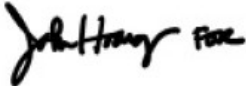
**Matthew Todd**  
Managing Director

cc: TRANSPAC Representatives; TRANSPAC TAC and staff  
Matt Kelly and Hisham Noemi, CCTA Staff  
Robert Sarmiento, TRANSPLAN; Diane Burgis, Chair, TRANSPLAN  
Darlene Amaral, SWAT; Karen Stepper, Chair, SWAT  
John Nemeth, WCCTAC; Chris L Kelley, Chair, WCCTAC  
Tarienne Grover, CCTA Staff  
June Catalano, Diane Bentley (City of Pleasant Hill)

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# MEMORANDUM

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To: Matt Todd, TRANSPAC  
Chris Weeks, SWAT  
Robert Sarmiento, TRANSPLAN  
Sai Midididdi, TVTC  
John Nemeth, WCCTAC  
Sivakumar Natarajan, LPMC 

From: Timothy Haile, Executive Director

Date: April 21, 2023

Re: Items of interest for circulation to the Regional Transportation Planning Committees (RTPCs)

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At its April 19, 2023 meeting, the Authority discussed the following items, which may be of interests to the Regional Transportation Planning Committees:

A. Quarterly Project Status Report for January – March 2023

**Recommendation:** This was an informational item only; no staff recommendation at this time.

*Action: The Authority Board received an informational report on the status of the current Measure projects.*

B. Consider the Conduct for Meetings of the Legislative Bodies of the Authority for May 2023

**Recommendation:** Staff requested that the Authority Board, having reconsidered the circumstances, continue in-person meetings with a hybrid component for public participation for the regular Authority Board meetings and continue conducting remote meetings for all other legislative bodies of

the Authority and special meetings of the Authority Board pursuant to the Brown Act provision exemptions of Assembly Bill 361 (AB361) and consistent with the Contra Costa Health Services' recommendations for social distancing for public meetings, to adhere to the 30-day reconsideration requirement of AB361.

*Action: The Authority Board authorized staff to continue in-person meetings with a hybrid component for public participation for the regular Authority Board meetings and continue conducting remote meetings for all other legislative bodies of the Authority and special meetings of the Authority Board pursuant to the Brown Act provision exemptions of Assembly Bill 361 (AB361) and consistent with the Contra Costa Health Services' recommendations for social distancing for public meetings, to adhere to the 30-day reconsideration requirement of AB361.*

- C. Quarterly Project Status Report for Transportation for Livable Communities and Pedestrian, Bicycle, and Trail Facilities Projects for January – March 2023

**Recommendation:** This was an informational item only; no staff recommendation at this time.

*Action: The Authority Board received an informational report on the status of the current Measure projects.*

- D. Circulation of the Draft Fiscal Year (FY) 2023-24 Congestion Management Agency (CMA) Budget

**Recommendation:** Staff sought approval to send the preliminary draft FY 2023-24 CMA budget to the Chair of the Public Managers' Association for circulation and approval from each member and authorize staff to make minor refinements to the budget as-needed prior to circulation.

*Action: The Authority Board authorized staff to send the preliminary draft FY 2023-24 CMA budget to the Chair of the Public Managers' Association for circulation and approval from each member and authorized staff to make minor refinements to the budget as-needed prior to circulation.*

- E. One Bay Area Grant Cycle 3 Project - Contra Costa Countywide Safe Routes to Schools (SRTS): Bicycle/Pedestrian Safety Education and Encouragement Program

**Recommendation:** Staff sought approval of Resolution 23-13-G, which would confirm the Authority Board’s support of the Contra Costa Countywide SRTS: Bicycle/Pedestrian Safety Education and Encouragement Program.

*Action: The Authority Board approved Resolution 23-13-G, which confirmed the Authority Board’s support of the Contra Costa Countywide SRTS: Bicycle/Pedestrian Safety Education and Encouragement Program.*

- F. 2024 State Transportation Improvement Program (STIP) Process Review and Call for Projects

**Recommendation:** Staff sought approval of the 2024 STIP application screening and scoring criteria, and issuance of the Call for Projects.

*Action: The Authority Board approved the 2024 STIP application screening and scoring criteria, and issuance of the Call for Projects.*

- G. State Route 4 Mokelumne Bike Trail/Pedestrian Overcrossing (Project 5002b) – Approval to Submit a Regional Measure 3 Letter of No Prejudice (LONP)

**Recommendation:** Staff sought approval of Resolution 23-13-P, which would authorize submittal of a LONP to the Metropolitan Transportation Commission (MTC) for an additional \$2 million for construction services.

*Action: The Authority Board approved Resolution 23-13-P, which authorized submittal of a LONP to MTC for an additional \$2 million for construction services.*

- H. Action Plans for Routes of Regional Significance and Countywide Transportation Plan – Project Update

**Recommendation:** This is an informational item only; no staff recommendation at this time.



*Action: The Authority Board received a status update on the Action Plans for Routes of Regional Significance and Countywide Transportation Plan.*

**TRANSPAC**  
**Transportation Partnership and Cooperation**  
Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek and Contra Costa County  
1211 Newell Avenue, Suite 200  
Walnut Creek, CA 94596  
(925) 937-0980

May 30, 2023

Timothy Haile  
Executive Director  
Contra Costa Transportation Authority  
2999 Oak Road, Suite 100  
Walnut Creek, CA 94597

**RE: Status Letter for TRANSPAC Meeting – May 11, 2023**

Dear Mr. Haile: <sup>Tim</sup>

The TRANSPAC Committee met on May 11, 2023. The following is a summary of the meeting and action items:

1. Accepted the TRANSPAC Quarterly Financial Report for the period ending March 31, 2023.
2. Received information on the Draft TRANSPAC Workplan and Budget for Fiscal Year 2023/2024.
3. Approved the recommendation to conduct hybrid TRANSPAC Board meetings with Board members attending in-person and a remote meeting option for members of the public. Other TRANSPAC bodies including the TRANSPAC TAC, special and/or ad-hoc committee meetings will continue meeting virtually pursuant to the Brown Act provisions under AB361.
4. Received information on the Marsh Creek Road Multi-Use Trail Feasibility Study.

Please contact me at (925) 937-0980, or email at [matt@graybowenscott.com](mailto:matt@graybowenscott.com) if you need additional information.

Sincerely,




**Matthew Todd**  
Managing Director

cc: TRANSPAC Representatives; TRANSPAC TAC and staff  
Matt Kelly and Hisham Noemi, CCTA Staff  
Robert Sarmiento, TRANSPLAN; Diane Burgis, Chair, TRANSPLAN  
Darlene Amaral, SWAT; Karen Stepper, Chair, SWAT  
John Nemeth, WCCTAC; Chris L Kelley, Chair, WCCTAC  
Tarienne Grover, CCTA Staff  
June Catalano, Diane Bentley (City of Pleasant Hill)

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# MEMORANDUM

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To: Matt Todd, TRANSPAC  
Chris Weeks, SWAT  
Robert Sarmiento, TRANSPLAN  
Sai Midididdi, TVTC  
John Nemeth, WCCTAC  
Sivakumar Natarajan, LPMC 

From: Timothy Haile, Executive Director

Date: May 23, 2023

Re: Items of interest for circulation to the Regional Transportation Planning Committees (RTPCs)

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At its May 17, 2023 meeting, the Authority discussed the following items, which may be of interests to the Regional Transportation Planning Committees:

- A. Consider the Conduct for Meetings of the Legislative Bodies of the Authority for June 2023

**Recommendation:** Staff requested that the Authority Board, having reconsidered the circumstances, continue conducting in-person meetings with a hybrid component for public participation for the regular Authority Board meetings and remote meetings for all other legislative bodies of the Authority and special meetings of the Authority Board pursuant to the Brown Act provision exemptions of Assembly Bill 361 (AB361) and consistent with the Contra Costa Health Services' recommendations for social distancing for public meetings, to adhere to the 30-day reconsideration requirement of AB361.

*Action: The Authority Board authorized staff to continue in-person meetings with a hybrid component for public participation for the regular Authority*

*Board meetings and continue conducting remote meetings for all other legislative bodies of the Authority and special meetings of the Authority Board pursuant to the Brown Act provision exemptions of Assembly Bill 361 (AB361) and consistent with the Contra Costa Health Services' recommendations for social distancing for public meetings, to adhere to the 30-day reconsideration requirement of AB361.*

- B. Allocation of Contra Costa County Measure X Funds to Eastern Contra Costa Transit Authority (ECCTA) for the East County Means-Based Fare Pilot (Pilot)

**Recommendation:** Staff sought approval of Resolution 23-14-G to allocate Contra Costa County Measure X funds in an amount not-to-exceed \$75,000 in Fiscal Year (FY) 2022-23 to ECCTA for the cost of the Paratransit Program tickets for the Pilot.

*Action: The Authority Board approved Resolution 23-14-G to allocate Contra Costa County Measure X funds in an amount not-to-exceed \$75,000 in FY 2022-23 to ECCTA for the cost of the Paratransit Program tickets for the Pilot.*

- C. Approval of the City of Pleasant Hill Calendar Years 2020 and 2021 Measure J Growth Management Program (GMP) Compliance Checklist

**Recommendation:** Staff sought approval of the City of Pleasant Hill GMP Compliance Checklist and payment of \$771,491 in Fiscal Year (FY) 2021-22 Local Street Maintenance and Improvement funds to the City of Pleasant Hill, with a second (off-year) payment of FY 2022-23 funds on the one-year anniversary of the first payment.

*Action: The Authority Board approved the City of Pleasant Hill GMP Compliance Checklist and payment of \$771,491 in FY 2021-22 Local Street Maintenance and Improvement funds to the City of Pleasant Hill, with a second (off-year) payment of FY 2022-23 funds on the one-year anniversary of the first payment.*

- D. Approval of the City of Concord Calendar Years 2020 and 2021 Measure J Growth Management Program (GMP) Compliance Checklist

**Recommendation:** Staff sought approval of the City of Concord GMP Compliance Checklist and payment of \$2,170,998 in Fiscal Year (FY) 2021-22 Local Street Maintenance and Improvement funds to the City of Concord,

with a second (off- year) payment of FY 2022-23 funds on the one-year anniversary of the first payment.

*Action: The Authority Board approved the City of Concord GMP Compliance Checklist and payment of \$2,170,998 in FY 2021-22 Local Street Maintenance and Improvement funds to the City of Concord, with a second (off- year) payment of FY 2022-23 funds on the one-year anniversary of the first payment.*

- E. Interstate 680/State Route 4 Interchange Improvements: Projects 6001a/6001b – Project Status Update

**Recommendation:** Staff provided an update on the status of the Interstate 680/State Route 4 Interchange Improvements project (Projects 6001a/6001b).

*Action: This was an informational item only; no staff recommendation at this time.*

- F. Interstate 680/State Route 4 Interchange Improvements: Phase 3 (Project 1117/6001) – Approval of Construction Work and Issue Final Payment to Brosamer & Wall, Inc. (Brosamer) for Construction Services

**Recommendation:** Staff sought approval of Resolution 23-27-P, which would authorize acceptance of the construction work under Agreement No. 505 with Brosamer as being complete and satisfactory and authorize staff to proceed with contract closeout pending the receipt of project acceptance documentation from the California Department of Transportation (Caltrans).

*Action: The Authority Board approved Resolution 23-27-P to authorize acceptance of the construction work under Agreement No. 505 with Brosamer as being complete and satisfactory and authorize staff to proceed with contract closeout pending the receipt of project acceptance documentation from Caltrans.*

- G. Update on the Contra Costa Countywide Smart Signals Project (Project)

**Recommendation:** Staff provided an update on the Project.

*Action: This was an informational item only; no staff recommendation at this time.*

**TRANSPAC**  
**Transportation Partnership and Cooperation**  
Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek and Contra Costa County  
1211 Newell Avenue, Suite 200  
Walnut Creek, CA 94596  
(925) 937-0980

June 8, 2023

Timothy Haile  
Executive Director  
Contra Costa Transportation Authority  
2999 Oak Road, Suite 100  
Walnut Creek, CA 94597

**RE: Status Letter for TRANSPAC Meeting – June 08, 2023**

Dear Mr. Haile: <sup>Tim</sup>

The TRANSPAC Committee met on June 8, 2023. The following is a summary of the meeting and action items:

1. Reauthorized the continuation of remote meetings of the legislative bodies of TRANSPAC pursuant to the Brown Act provisions under AB361 through July 8, 2023. By way of this action, TRANSPAC will conduct in-person meetings with a hybrid component for public participation for regular TRANSPAC Board meetings. Other TRANSPAC bodies including the TRANSPAC TAC, special and/or ad-hoc committees will continue meeting virtually.
2. Approved the TRANSPAC Work Plan, Budget and GBS Contract Amendment for Fiscal Year 2023/2024.
3. Received information on the State Route 4 Vision Study
4. Discussed traffic, safety and coordination challenges and opportunities with Mount Diablo Unified School District transportation staff.
5. Approved the summer special meeting schedule to maintain AB361 compliance and canceled the June 29, 2023 TRANSPAC TAC and July 13, 2023 Board meetings due to lack of action items.

Please contact me at (925) 937-0980, or email at [matt@graybowenscott.com](mailto:matt@graybowenscott.com) if you need additional information.

Sincerely,



Matthew Todd  
Managing Director

cc: TRANSPAC Representatives; TRANSPAC TAC and staff  
Matt Kelly and Hisham Noemi, CCTA Staff  
Robert Sarmiento, TRANSPLAN; Diane Burgis, Chair, TRANSPLAN  
Darlene Amaral, SWAT; Karen Stepper, Chair, SWAT  
John Nemeth, WCCTAC; Chris L Kelley, Chair, WCCTAC  
Tarienne Grover, CCTA Staff  
June Catalano, Diane Bentley (City of Pleasant Hill)